

State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 14, 2010

Olibra J. Bailey, Program Director
Century Housing Corporation
5021 Lennox Blvd.
Lennox, CA 90304

Dear Ms. Bailey:

RE: FINAL MONITORING VISIT REPORT for Century Housing Corporation (Century Housing) - ET09-0451

Date of the Visit:	7/13/10
Beginning/Ending Time:	9:00 a.m. – 12:00 p.m.
Date of Last Visit:	12/3/09
Visit Location:	Lennox
Persons in attendance:	Olibra J. Bailey, Program Director, Century Housing Sandra D. Reed, Office Supervisor, Century Housing Monique Webb, ETP Contract Analyst Marissa Tolentino, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	3/9/09 – 3/8/11	Agreement Amount:	\$484,700
Training Start Date:	3/9/09	No. to Retain:	100
Date Training must be Completed:	6/9/10 & 12/8/10*	Range of Hours:	24 – 320
Type of Trainee:	New Hire	Weighted Ave. Hours:	268

**Training must be completed by June 9, 2010 to allow for the 500-hour retention period to be completed in 272 days within the Agreement term; or December 8, 2010 to allow for the 90-day retention period within the Agreement term.*

FINAL REPORT SUMMARY:

On May 11, 2010, Ms. Reed notified Ms. Tolentino that Century Housing Corporation Board of Directors have agreed to discontinue support to all social service programs. Therefore, Century Housing's Community Training Program will close its ETP contract before the Agreement term.

The Agreement was executed on March 9, 2009 and training began on November 10, 2009. Your staff reported that all training was completed on December 4, 2009, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – March 8, 2011.

Ms. Reed provided Ms. Tolentino with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 35 (35% percent of planned retentions) trainees with 9,904 training hours completed for a total reimbursement of \$179,064 (37% of the encumbered amount). Ms. Reed stated that the closeout invoice was submitted on June 7, 2010.

Since you have been paid \$160,322.75 to date, you will receive an additional \$18,742 if the anticipated number to retain is verified during the final fiscal closeout.

According to Ms. Reed, with the exception of the Online System problem in printing invoices, she did not experience any problems with ETP recordkeeping and process. She did suggest that in the future, ETP notifies Contractors by e-mail blast on system updates or problems instead of posting it on the website to be seen only by Contractors who log in the system.

You indicated that in spite of the closing of Century Housing Corporation's Center Community Training Program, the corporation was able to meet its strategic goal of providing services to the community through this Agreement.

You indicated that since the Center has to close as of June 30, 2010, many trainees were dropped to allow for the retention period to be completed and the final invoice to be submitted on time. You stated that if not for this unfortunate event, you would have earned 100% in this Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	206	Completed Training:	35
Trainees Enrolled:	206	Completed Retention:	35
Dropped Following Enrollment:	171	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	35	Awaiting Placement:	52

Ms. Reed reported that the information reported on the ETP Contract Status Report is current.

ATTENDANCE ROSTERS:

During this visit, Ms. Tolentino and Ms. Webb reviewed Class/Lab Rosters of 26 trainees billed on invoices 3 through 6.

The attendance rosters reviewed contained the information required in accordance with Title 22 California Administrative Code, Section 4442 (b); confirmed that the Agreement curriculum was provided as specified; and verified that the ratio of one trainer to 15 New Hire trainees specified in the Agreement Training Plan was adhered to.

You were advised that only a sample of the class/lab rosters are reviewed at each visit, and all records should be reviewed to verify that they contain all required information as listed in Title 22 CA Code of Regs., Section 4442 (b) Record Keeping.

AUDIT:

Century Housing will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records

are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file
Wally Aguilar, Program Manager
North Hollywood Regional Office

Signature on file
Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: Olibra Bailey, Century Housing Corporation (via e-mail)
David Guzman, Chief, Program Operations Division (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
Master File
Project File

Date report mailed to Contractor _____7/20/10